



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

COMNAVAIRFORESINST 3750.1F
N3Air

COMNAVAIRFORES INSTRUCTION 3750.1F

15 AUG 2005

Subj: AVIATION SAFETY PROGRAM

Ref: (a) OPNAVINST 3750.6R
(b) OPNAVINST 3500.39B
(c) OPNAVINST 3710.7T
(d) COMNAVAIRFORESINST 5420.2
(e) OPNAVINST 1650.24C
(f) BUPERSINST 1430.16E

Encl: (1) Aviation Safety Council Guidelines
(2) Enlisted Aviation Safety Committee Guidelines
(3) Sample Unit Safety Officer Monthly Survey

1. Purpose. To provide implementing instructions per references (a) through (g) on the aviation safety program for the Commander, Naval Air Force Reserve (COMNAVAIRFORES).

2. Cancellation. COMNAVAIRESINST 3750.1E

3. Background. Safety is an inherent responsibility of command and supervision. Per reference (a), Commander, Naval Air Force Reserve (COMNAVAIRFORES) is tasked by the Deputy Chief of Naval Operations (CNO) (Director of Air Warfare) to implement and supervise the aviation safety program for the NAVAIRFORES. The purpose of the aviation safety program is to preserve personnel and material resources. An effective aviation safety program will enhance operational readiness by preserving the resources used in accomplishing naval aviation missions. This instruction has incorporated significant program revisions and all aviation activities must be familiar with its contents. All items in this instruction falling under Commander, Naval Reserve Forces Command cognizance have been approved.

4. Policy. The policy of COMNAVAIFORES is to implement references (a) and (b) by maintaining an active, aggressive, and continuous aviation safety program. The purpose of this safety program is to increase readiness by eliminating hazards, preventing personnel injuries, preventing damage to equipment and safeguarding the lives of citizens and military personnel that could be jeopardized during an aircraft mishap.

5. Responsibilities

a. Reserve Air Wings. Air wing commanders are responsible for coordinating and auditing the aviation safety program at subordinate squadrons and commands per references (a) and (b). In addition, the Wing Aviation Safety Officer (ASO) shall:

(1) Coordinate and/or conduct inspections to identify and correct aviation safety program deficiencies.

(2) Review aviation safety training to ensure that all personnel receive training pertinent to their needs.

(3) Coordinate formal training with COMNAVAIRFORES Aviation Safety (N3Air) for ASO and aviation safety command course requirements.

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b. COMNAVAIRFORES ASO (N3Air). The COMNAVAIRFORES, ASO (N3Air) shall function under the leadership and direction of the Deputy COMNAVAIRFORES, providing policy guidance and direction concerning aviation safety to COMNAVAIRFORES.

c. CO. COs are responsible and accountable for an aviation safety program per references (a) and (b). The operation of an effective aviation safety program comes from proactive leadership at all echelons. Performance evaluations shall reflect personal accountability in this respect.

d. Reporting Custodians. All COMNAVAIRFORES commands to which aircraft are assigned (reporting custodians) are responsible for establishing an aviation safety program per reference (a). This safety program should be part of the process to enhance command effectiveness and combat readiness. The following specific guidance applies:

(1) Aviation Safety Council. An aviation safety council shall be established per reference (a) and meet at least quarterly. The aviation safety council should provide direction to improve command readiness and safety, and work closely with other aviation safety groups, such as the enlisted safety committee. The council meetings may be combined with other similar meetings such as the occupational safety and health council. Enclosure (1) provides further guidance.

(2) Enlisted Safety Committee. An enlisted safety committee shall be established and meet monthly as per reference (a). Minutes shall be forwarded to the CO, via the chain of command, with a copy to the senior member of the aviation safety council. Minutes shall be distributed throughout the command after review, comment, and/or action by the CO. The aviation safety council may charter the enlisted safety committee to analyze specific safety issues or other command process items that could improve the readiness and safety of the command. Enclosure (2) provides further guidance.

(3) Safety Officer Monthly Surveys. The ASO shall conduct monthly safety surveys and forward to the CO. The surveys may address such items as NATOPS, aviation safety issues, maintenance safety issues, flight schedule and Aircraft Discrepancy Book (ADB) reviews, AMB training, or any other consideration that the ASO believes should be included.

6. Semiannual Review Board. Every command with personnel in a flight status shall conduct a semiannual review board to monitor the qualifications, flight time, training, participation and human factors of all flight personnel per references (c) through (e). Echelon IV commanders shall direct the composition of the semiannual review board and the content of the report to subordinate commands. Every semiannual review board shall review the human factors of all aircrew, per reference (e) and as such, should include the ASO and flight surgeon as standing members. The semiannual review board should be viewed as a resource for overall Squadron Operational Risk Management (ORM) that reviews data, looking for variations in aircrew proficiency, performance and/or participation. Recommendations may be made to improve the readiness and safety of the command, based on the findings of one or more individuals.

7. Mishap Response. Per reference (a) every reporting custodian shall maintain a standing Aircraft Mishap Board (AMB) and pre-mishap/mishap response plan.

a. AMB. The AMB shall train quarterly, at a minimum, focusing on the principles of premishap planning and mishap investigation. NAVRES 3500/2 Forms shall document the training and be retained for 2 years.

b. Mishap Response Drills. Every reporting custodian shall conduct quarterly aircraft mishap response drills. Echelon IV activities that are

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reporting custodians are encouraged to conduct at least one mass casualty drill annually to facilitate AMB familiarity.

c. Premishap/Mishap Response Plans. Premishap/mishap response plans shall be designed to be implemented by the petty officer of the watch who is not normally familiar with aircraft mishaps and mishap procedures. These plans shall include a list of the reporting custodian's aircraft hazardous material components and environmental contamination reporting procedures. All commands that have aircraft with composite fibers and all echelon IV reporting custodians shall include a section in the response plan on how to respond to an aircraft mishap involving composite fibers, response equipment for the emergency reclamation team, the AMB, the hazardous material response team, and fire fighters if applicable.

8. CNO Aviation Safety Award. The CNO Aviation Safety Award is a calendar year award per reference (e). Squadrons shall annually submit a nomination package with a cover letter (two page maximum) to the respective wing commander by 20 January. Wing commanders shall forward to COMNAVAIRFORES (N3AIR) by 10 February the following: All squadron inputs with a cover letter for the nominated squadron(s) and a comparative ranking of all wing squadrons in that category. Categories are established per COMNAVAIRFORES liaison with Commander, Naval Safety Center. COMNAVAIRFORES shall submit the force nominations to Commander, Naval Safety Center by 1 March.

9. Aviation "Safety Pro" Commendation. Squadron COs can recognize an exceptionally impressive aviation safety achievement with a COMNAVAIRFORES Aviation "Safety Pro" Letter of Commendation. The following procedures apply:

a. Squadron COs submit nominations to COMNAVAIRFORES (N3Air) via the chain of command.

b. Echelon IV COs submit nominations directly to COMNAVAIRFORES (N3Air).

c. Nominations shall be submitted on a Personal Award Recommendation (OPNAV 1650/3) form with a proposed citation in the proper Flag Letter of Commendation format. A summary of action is not required.

d. The unit CO shall ensure personnel who have been awarded a COMNAVAIRFORES "Aviation Safety Pro" commendation, are credited with advancement points per reference (g).

10. General Aviation Safety Precautions

a. Cranials/Helmets. During maintenance, preflight manning, or operation of aircraft when an individual's feet are more than 1 foot off the ground, except on the boarding ladder, they shall wear a cranial or helmet as appropriate. Wing commanders, squadron COs, or applicable NATOPS Procedures may be more restrictive as desired/required.

b. Goggles. While launching aircraft or working in areas where there are other aircraft with engines operating in close vicinity, or in a designated eye hazard area, individuals shall wear impact resistant goggles.

c. Rings. Rings shall not be worn while working on, around or operating an aircraft due to the potential of electrical shock and loss of the finger.

11. Forms. The Personal Award Recommendation, OPNAV 1650/3; S/N 0107-LF-016-5015 is available from the Navy Supply System using NAVSUP P2002D. The training syllabus 3500/2 is computer generated by the command training department.

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12. Reports. The following report requirements have been approved for only 3 years from the date of this directive.

a. Report symbol COMNAVAIRFORES 3750-1 is assigned to the Aviation Safety Council Meeting Minutes required by enclosure (1) of this instruction.

b. Report symbol COMNAVAIRFORES 3750-2 is assigned to the Nomination for CNO Safety Award required by paragraph 8 of this instruction.

c. Report symbol COMNAVAIRFORES 3750-3 is assigned to the Unit Safety Officer Monthly Survey required by paragraph 5d(3) of this instruction.


D. L. ROY
Chief of Staff

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AVIATION SAFETY COUNCIL GUIDELINES

1. Background. Every reporting custodian shall establish an Aviation Safety Council. COMNAVAIRFORES (N3Air) will review the minutes of echelon IV Aviation Safety Council meetings or solicit the information from Aviation Safety Officers to determine items that are applicable throughout NAVAIRSFOR and take appropriate staff action. Each wing ASO shall review the minutes of subordinate squadrons.
2. Mission. The mission of each aviation safety council is to promote the Naval Aviation Safety Program. It should function in conjunction with the Enlisted Safety Committee, the semiannual review board, and the standardization board.
3. Tasks. The tasks of each aviation safety council shall include, but are not limited to the following:
 - a. Improving the readiness and safety of the command.
 - b. Conducting a campaign against aviation mishaps.
 - c. Promoting the Naval Aviation Safety Program and the Naval Air Training and Operating Procedures Standardization program per references (a), (b), and (e) respectively.
 - d. Informing immediate superior in command promptly of all matters that may have implications outside the command.
 - e. Reviewing the minutes of the enlisted safety committee and previous aviation safety council meetings and recommending appropriate action.
 - f. Monitoring and directing process improvement through the enlisted safety committee.
4. Air Station Composition. The aviation safety council shall consist of at least the following officers (if assigned):
 - a. Executive Officer (chairperson).
 - b. Training Officer.
 - c. Operations Officer.
 - d. ASO.
 - e. Ground Safety Officer.
 - f. ASOs of tenant RESFORONS and other tenant activities.
 - g. Flight surgeon or representative.
 - h. AIMD officer.
 - i. Public works officer.
 - h. Marine air representative (if applicable).
5. Air Wing Composition. The Aviation Safety Council shall consist of at least the following officers (if assigned):
 - a. Chief Staff Officer
 - b. ASO

Enclosure (1)

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- c. Ground Safety Officer
- d. All department heads
- e. Flight surgeon or representative

5. Squadron Composition. The Aviation Safety Council shall consist of the following officers:

- a. Executive Officer/Officer in Charge (chairman)
- b. All department heads
- c. ASO
- d. Flight surgeon (where available)

6. Meetings. The aviation safety council shall meet at least once each quarter, or more frequently if desired, at the discretion of the chairperson. A portion of this meeting should be used to conduct AMB training. The aviation safety council may be combined with other officer membership aviation related boards. It may not be combined with the enlisted safety committee. RESFORONS located at other than Reserve Naval Air Stations, shall attend the aviation safety council of the base to which assigned.

7. Reports. The chairperson shall submit the minutes of Echelon IV (reporting custodian) meetings to the CO for review. A signed copy shall be maintained on file for inspection review.

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ENLISTED AVIATION SAFETY COMMITTEE GUIDELINES

1. Purpose. An enlisted aviation safety committee shall be established at each reporting custodian to emphasize aviation, NAVOSH, and ground safety at all levels of the command. The command should encourage active participation by all personnel to support a vigorous safety program. The enlisted aviation safety committee shall perform under the guidance of the aviation safety council.

2. Scope. It is of utmost importance to carry safety to the place where aviation safety begins, the maintenance areas and flight lines where aircraft are serviced. Therefore, participation of all enlisted personnel in the safety endeavor is encouraged. The enlisted aviation safety committee facilitates the flow of safety information, issues, and solutions through active participation and responsibility by personnel from maintenance and all other departments. The enlisted aviation safety committee shall meet monthly, and forward the minutes of each meeting to the CO for review and ensure that a copy is distributed to all work centers within the unit after the CO's approval. The committee should list a positive recommendation for each problem discussed. The Executive Officer will endorse the minutes of the committee and assign action within the departments prior to the CO's review. Since the enlisted aviation safety committee represents an effort to eliminate hazards and input process control to improve readiness and safety for the ultimate benefit of all, no member of the command or of the committee should harbor any fear of retribution resulting from constructive recommendations.

3. Composition. The committee must reflect all segments of the unit. Each department and work center shall be represented by personnel who are E8 and below. The Safety Officer may act as an advisor. Normal composition of the Enlisted Safety Committee is:

- a. Command Safety Petty Officer (chairperson)
- b. Quality assurance representative (assistant chairperson)
- c. Division/work center representatives
- d. Medical representative (unit corpsman)
- e. Civil service representative (where applicable)
- f. Other technical specialists as needed

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SAMPLE UNIT SAFETY OFFICER MONTHLY SURVEY

3750
Ser
Date

From: Safety Officer
To: Commanding Officer
Via: Executive Officer

Subj: SAFETY OFFICER SURVEY FOR THE MONTH OF

Ref: (a) COMNAVAIRFORESINST 3750.1F

1. A safety review was conducted per reference (a) standards. The following comments apply:

a. Aviation Safety. For example, comment on level of awareness, progress made in training, suggestions received which require action, noted deficiencies, flight schedule review, hours flown, hazard reports, mishaps, and AMB training.

b. NATOPS. Can include comments on upcoming NATOPS ticklers, adequacy of ground and flight training, any recommended, pending, or published changes to NATOPS and other publications, and review of survival gear.

(1) Pilot

(2) Naval flight officer

(3) Aircrew

c. Maintenance Safety. Comment on adequacy of the quality assurance program, refer to quality assurance audits reviewed by the safety department; review of aircraft discrepancy logbooks conducted during the month, as well as tool control audits; corrosion control spot checks; support equipment inspection discrepancies; and workcenter safety petty officer inputs.

d. Miscellaneous. Drills conducted, instructions/directives or notices relating to safety published in-house or received.

Signature
J. P. Jones

Enclosure (3)

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5100
Ser
Date

From: Commanding Officer
To: Safety Officer

1. Contents of this monthly survey are acknowledged this _____ day of _____.
Retain this survey in your file for 12 months.

Signature
J. D. Doe

Copy to:
All Department Heads/Appropriate Wing ASO